

**SELECT BOARD and TOWN MANAGER  
ADMINISTRATIVE ASSISTANT  
Reports to Town Manager  
*Confidential Position***

**DEFINITION**

Position is responsible for administrative support to the Town Manager, Select Board, and Human Resources Department.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Serves as an administrative contact and provides administrative support to the Town Manager and Select Board, including drafting and typing correspondence, Selectmen meeting minutes, answering phones, relaying messages, making appointments, maintaining calendars and filing documents;
- Performs a wide variety of supporting services in conjunction with weekly Select Board's meetings such as notifying those appearing on the agenda, copying and distributing the agenda, following up on the resolution of agenda items, notifying the appropriate parties of the Select Board's actions etc., creating the weekly packet of meeting materials;
- Attends Select Board meetings, takes and prepares meeting minutes;
- Maintains all committee files and membership lists, and manages committee, board and commission appointments for the Select Board, including scheduling interviews for applicants;
- Uploads agenda packets to the Town's website;
- Maintains meeting room calendars for the Town Hall and Town Office Annex;
- Processes department invoices;
- Assists with licensing;
- Provides administrative support to the Human Resources Administrator, including processing employee benefit enrollments, payroll deduction processing, coordination and communication with the Accounting Department for payroll processing, data reporting, employee correspondence and drafting of employee appointment letters;
- Performs other related job duties as necessary.

**SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with

supervisor.

### **JUDGMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Astute, contextual judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

### **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

### **NATURE AND PURPOSE OF CONTACTS**

Work interactions are constant with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. Position is subject to scrutiny and pressure from multiple directions.

### **CONFIDENTIALITY**

The employee has access to extensive amounts of confidential information, which may include official personnel files, town-wide litigation, collective bargaining and disciplinary records, on a large scale across departments.

### **EDUCATION AND EXPERIENCE**

High School diploma or equivalent and three to four years of relevant experience, or any equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Working knowledge of Microsoft Office, including Outlook, Word, Excel, and MS Teams programs. Knowledge of Public Records and Open Meeting laws. A significant portion of knowledge is gained through hands-on experience gleaned through current and past context.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to use virtual technology and familiar with social media platforms.

Skills: Public relations and strong communication skills, problem solving skills and customer

service skills. Poise, composure and tact is required at all times.

#### **WORK ENVIRONMENT**

The work is performed in an office environment.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

##### **Physical Skills**

The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

##### **Motor Skills**

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

##### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer use.